

Postsecondary Programs

Title: Program Reduction and Discontinuance

Reference: IDAPA 55, Title 01, Chapter 02, Rules Governing Postsecondary Program Reduction or Termination

This is a summary of IDAPA 55.01.02 that applies to the reduction or termination in postsecondary Professional-Technical Education programs. If there is a conflict between IDAPA 55.01.02 and the Administrative Rules of the Board of Education, IDAPA 08.01.02, "Personnel Rules of the State Board of Education," IDAPA 55.01.02 supersedes and shall be given priority over the Administrative Rules of the State Board of Education.

This rule establishes the legal authority, conditions, and processes for the reduction or termination of postsecondary Professional-Technical Education programs. There are six conditions that warrant program reduction or termination. These conditions are: inadequate job opportunities to justify continued program operation; inadequate student enrollment when 75% capacity is not maintained for two consecutive years; inadequate job placement falls below 75% of completers available for employment for two consecutive years; inadequate completion rate when, for two consecutive years completion rates are less than 50%; inadequate need based on assessment when a statewide needs assessment reduces the emphasis on training in the program area, and inadequate finances when a condition of financial exigency is determined by the State Board of Professional-Technical Education. This rule also provides direction to govern the reduction or termination of programs, reductions in force, notice procedures of employees affected by the reduction or termination, rights of appeal for classified and non-classified employees, and reinstatement procedures of classified and non-classified employees.

This task is one that must be developed cooperatively with each college and the Division because of the complexity and variables associated with the decision and procedure to reduce or terminate a program. The decision to terminate or reduce a program may be initiated by either the college or the Division. It is necessary for both the college and Division to review and develop a course of action based on IDAPA 55, Title 01, Chapter 02. If a program is to be terminated, the college will submit a Notice of Intent request according to procedures in the SBOE Policy and Procedures Manual. As the SBOE approves programs, the SBOE must also approve the request to reduce or terminate a program.

Forms: The Notice of Intent form is used to submit a request to the SBOE for approval to reduce or terminate a program. The Notice of Intent form may be obtained at the Division website, <http://www.pte.idaho.gov>, or in Section 6.

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